

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: December 14, 2020

Position Title: Administrative Support – Extension

Salary range: \$16.00 per hour

Department: Extension

Hours: Full Time, 40 hours per week

Union Status: Non-Union position

Accepting Applications until filled. First review after January 5, 2021

See Job Description for Details.

Function: MSU/Stillwater County Extension has an opening for a part-time administrative support staff. This position will be the “face and voice” of MSU/Stillwater County Extension. Characteristics required will include a motivated, cordial, confident, team player who takes the initiative to learn.

This position performs clerical duties, which require accuracy, timeliness, and attention to detail. Increasingly, much of this work is completed with the use of computer and other technology, organizing 4-H and other programs. Since agents are often educating away from the office, it is imperative that the person in this position be a self-starter and able to work independently. Work is performed in an office environment from 8 am to 5 pm during the workweek. Position may work outside normal hours on occasion to assist Extension agents when needed.

This position requires the ability to: operate a computer using Microsoft Office programs to include developing spreadsheets using Excel; be able to learn the Fair Management and 4-H online computer program for 4-H organization and fair records, and other Database applications; file; type; drive a car; occasionally lift and relocate boxes weighing up to 50 lbs.; climb a stepladder; sit and stand for extended periods of time; walk; answer the telephone; operate a personal computer, organize events and a multi-faceted workload; maintain the confidentiality of sensitive information; have the visual acuity to perform the duties of this position; occasionally work outdoors in hot weather; follow a budget; maintain an orderly and efficient office environment.

Required: High School Diploma or GED equivalent with experience in typing, computers, and customer service.

Testing Requirements: None.

To Apply:

Submit **County Application**, and **resume** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. **Late, incomplete or unsigned applications may not be considered.**

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014, or on the web at www.stillwatercountymt.gov.